



**City of Milwaukie  
Employment Opportunity**

**Administrative Specialist II**

**Apply by: March 15, 2013 at 4:00 p.m.**

**Status:** Full-time 40 hours/week, Benefit eligible

**Hours:** Monday – Friday, general business hours; some flexibility in hours preferred

**Work location:** City Hall, 10722 SE Main Street, Milwaukie, OR

**Department:** Records and Information Management

**Salary:** \$3,092 - \$3,946 Monthly – Non Exempt, AFSCME Represented

**Benefits:** Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2.5% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.

The ideal candidate will have knowledge of principles, practices and procedures related to public agency record keeping, municipal elections and the City Recorder function. The candidate must be professional and team orientated.

The incumbent will perform a variety of administrative support activities and program support to the City Recorder in the preparation of City Council agendas, minutes, actions and ordinances, in the maintenance of official documents and records, in the administration of City elections and in managing the activities, services and operations of the City Recorder's function; provides varied technical, complex, specialized and confidential office administrative support to the City Recorder. This position works under the general supervision of the City Recorder and may act as the City Recorder in his/her absence. The nature, scope, and diversity of responsibilities of this classification require a broad understanding of City functions and the capability of relieving the City Recorder of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Recorder in the latter's absence.

**Qualifications:** To apply you must be 18 years of age, have a high school diploma/GED and two years of progressively responsible related experience. Must also possess or be able to obtain designation as a Notary Public in the State of Oregon at time of appointment or within six months of hire.

**Selection Process:** Applications will be screened to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience.

**Application Process:** All candidates must submit a completed City employment application, a resume and a cover letter noting your interest in this position. Please send your signed application materials to Human Resources at 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer  
Women and Minorities are Encouraged to Apply***